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DD/I NO. 20
No. 12-DD/I N 18-1
20 March 1963

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Referred to [redacted] dated 20 March 1963

II MIDCAREER TRAINING PROGRAM AND PROCEDURES

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1. [redacted] 20 March 1963, sets up a "Midcareer Training Program" for the Agency and a basic "Midcareer Training Course" of six weeks to which all individuals selected specifically for the "Program" will go.
2. Midcareerists will be selected for the "Program" by a critical evaluation of all employees now in or later promoted to GS-12. Individuals selected will be those who show the most potential to assume increasingly greater managerial responsibility. For them a midcareer training program is to be planned, to be completed in not more than five years. In exceptional cases employees not in grade GS-12 may be selected.
3. Each Office in the DD/I will be responsible for reviewing and assembling its GS-12s in order to select participants in the "Program", schedule them for attendance at the basic "Course" and develop the training program. Such programs should be tailored to the individuals' needs for development and may include planned reassignments and details as well as formal internal or external training courses. It should be a joint undertaking of the Office and the individual.
4. It is important at the time of review and assignment for each office to consider the training needs of every GS-12, not just those selected for the "Program". Many individuals may have training requirements in a specialty which will develop their career, though not necessarily through the "Program." Offices should not overlook during this review the total available records of the Agency such as Medical, security, assessment and training in addition to personnel.

5. The present Committee of Deputy Assistant Directors will, in addition to other matters of personnel responsibility, be constituted as a Midcareer Panel and will review and approve the individuals selected by each Office for the "Program" and their training plans. This overall DD/I review should particularly facilitate accomplishment of those plans calling for training assignments outside the

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6. The Midcareer Panel will be supported by the Administrative Staff, DD/P, specifically the Assistant for Personnel. It will also be available to the Offices for discussion and development of training plans in view of the limited knowledge of Agency and DD/P requirements and programs.

7. Each DD/P Office will send to the Chief, Administrative Staff, DD/P by 31 March 1964 its planned procedures and schedules for coordinating its Midcareer Program responsibilities. These plans should include a review of all present OS-18s in six months and an annual review of training plans.

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PAUL A. BOWE
Assistant Deputy Director (Intelligence)
FOR MANAGEMENT